COVID-19 Prevention Program (CPP)
Bishop O’Dowd High School

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: February 8, 2021

Authority and Responsibility

Chris Smart, Principal, Christine Garavaglia, Chief Financial & Administrative Officer (CF&AO) and the CPP Response Team consisting of Sandria Bolden, Joffe Emergency Services Health Coordinator, Gerald Bennett, Director of Logistics and Injury & Illness Prevention Program (IIPP) Site Administrator and Dan Malmgren, Director of Facilities, have overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix B: Identification of COVID-19 Hazards form.
- Evaluate employees’ potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix C: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by speaking with their supervisor, the Principal, CF&AO, members of the CPP Response Team and/or the Superintendent of Schools and Human Resources Department for the Diocese of Oakland.

Employee screening

We screen our employees by following the COVID-19 School Reopening Plan previously distributed and posted on our website and attached as Appendix A-1.
Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix C: COVID-19 Inspections form and corrected in a timely manner.

Control of COVID-19 Hazards

Physical Distancing
Employees will follow the COVID 19 School Reopening Plan (Appendix A and A-1)

Face Coverings
Face coverings are to be properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department and in accordance with the procedures outlined in the COVID-19 School Reopening Plan (Appendix A and A-1).

Engineering controls
We have met all of the criteria for Alameda County COVID-19 recommendations in all of our educational spaces.

Please see the Guidance on Ventilation in School Buildings During the COVID-19 Pandemic dated December 4th, 2020 attached as Appendix L.

Cleaning and disinfecting
We implement cleaning and disinfection measures for frequently touched surfaces as recommended by County guidelines and as outlined in the COVID-19 School Reopening Plan (Appendix A and A-1).

Should we have a COVID-19 case in our workplace, we will implement the procedures as recommended by County guidelines and as outlined in the COVID-19 School Reopening Plan (Appendix A and A-1).

Shared tools, equipment and personal protective equipment (PPE)
PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses as outlined in the COVID-19 School Reopening Plan (Appendix A and A-1).

Hand sanitizing
In order to implement effective hand sanitizing procedures, we follow the procedure as outlined in the COVID-19 School Reopening Plan (Appendix A and A-1).
Personal protective equipment (PPE) used to control employees’ exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed and outlined in the COVID-19 School Reopening Plan (Appendix A and A-1).

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the Appendix D: Investigating COVID-19 Cases form.

Investigation of COVID-19 cases and exposure will be done by Sandria Bolden, Joffe Emergency Services Health Coordinator in conjunction with the CF&AO and Superintendent of Schools and Human Resources Department of the Diocese of Oakland.

Employees who had potential COVID-19 exposure in our workplace will be notified, in writing, within one day of learning of positive case, per AB 685. The notification letters in Appendices G and H will be used for this purpose.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards. Employees should report symptoms of COVID-19 to Sandria Bolden, Joffe Emergency Services Health Coordinator, in conjunction with the CF&AO and possible hazards to the CPP Response Team.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. We will communicate with employees with close contacts or in the same workplace with a COVID-19 positive employee or visitor in writing using the notices in Appendices G and H, respectively.

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand
hygiene, to be effective.

- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.

- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.

- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

- We will use CDC resources as outlined in Appendix E and will document the training using Appendix F.

**Exclusion of COVID-19 Cases**

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.

- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.

- Continuing and maintaining an employee’s earnings, seniority, and all other employee rights and benefits whenever we’ve demonstrated that the COVID-19 exposure is work related. Wages will be continued if the employee has sick leave, vacation time or other paid time off, or if the person has filed a workers’ compensation claim. If the latter, the amount of the salary continuation is determined by the workers’ compensation system.

- Providing employees at the time of exclusion with information on available benefits.

**Reporting, Recordkeeping, and Access**

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.

- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.

- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).

- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

- Use the Appendix D: Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
Appendix A:

COVID-19 SCHOOL REOPENING PLAN – EMPLOYEE (CSP)

In developing plans for the reopening of its school, Bishop O’Dowd High School, a Diocesan school in The Diocese of Oakland, is required to implement the health and safety standards established by the State of California Department of Public Health and/or the county in which our school is located. If there exists a conflict, Bishop O’Dowd High School, as a Diocesan school in the Diocese of Oakland, will follow the more stringent standard. Focusing on the county in which our school is located, please thoroughly read the applicable reopening guidelines. Additional information can be found at the Alameda County Public Health Department’s website. Here are the hyperlinks for our county:

Alameda County Schools: 2020 - 21 Reopening Guidelines
Alameda County Public Health Department Website

This document is incorporated by reference into the Faculty-Staff Handbook at the school.

Expectations for Parents/Guardians/Students/School Employees:

Parents, guardians, students and school employees must work together to create a healthy school campus. Working together requires the following:

1. Anyone entering the school campus must comply with the applicable county COVID-19 requirements. Failure to comply is a violation of law. Unless specifically exempted by the applicable county health guideline, anyone entering the school campus must wear Personal Protective Equipment (PPE) covering his/her nose and mouth. The school will limit visitors to those visits essential for the school’s operations and limit the duration of time a visitor shall be on campus.

2. No parent, guardian, student, employee or visitors shall enter the school premises if that person has: (a) received a positive test result for COVID-19; (b) has sought medical treatment for COVID-19 symptoms; (c) is quarantined or self-quarantined because of COVID-19, whether diagnosed or not; or (d) has a temperature of 100 or greater. In all such cases, the person shall not enter the campus without obtaining written medical clearance and providing it to the Sandria Bolden, Joffe Emergency Services Health Coordinator.

3. All parents, guardians, students and employees must immediately notify Sandria Bolden, Joffe Emergency Services Health Coordinator and the Principal or CF&AO if a student or employee has come into contact (through living arrangements or otherwise) with any person that has: (a) received a positive test result for COVID-19; (b) has sought medical treatment for COVID-19 symptoms; or (c) is quarantined or self-quarantined because of COVID-19, whether diagnosed or not. In any of these situations, the person will not be allowed on school property, until the minimum county isolation/quarantine requirements have been met.

4. During the 2020-2021 school year, the school will require parents, guardians, students and employees to answer basic health screening questions related to COVID-19 symptoms
before coming to school. Further, once present at school, if an employee, student or visitor exhibits symptoms of COVID-19, the school may conduct health screening and isolate the person, consistent with county guidelines. (No medical testing, blood or saliva draw will be performed.)

With the above guiding principles, the following are general expectations moving forward to reopen our Catholic schools in 2020:

**The School Will:**

1. Clean and disinfect the school building, including classrooms, using a commercial cleaning service before in-person instruction begins. Janitorial service will occur on school days after school hours.

2. Have an adequate supply of liquid soap and disinfecting supplies available for use by employees, students and janitors both in the classrooms and bathrooms.

3. Have a limited amount of surplus PPE for students should they lose, soil or misplace their own PPE while at school.

4. Wipe down and disinfect desks, chairs and tables during the school day. Students may be asked to participate by disinfecting their own desks, chairs, and personal property.

5. Determine when parents, guardians or visitors shall be permitted on campus, the duration of such visits, as well as what PPE they shall be required to wear on campus. These determinations will be posted at the building entrance(s) and on the school website. The school may restrict the number of visitors to the school building, both during and after school hours. The school may refuse entry to visitors who do not comply with the county’s requirements, or the school’s visitor requirements.

6. Communicate in writing with parents/guardians regarding protection measures for COVID-19, including changes in practices that start after the school begins in-person learning.

**Principal Will:**

1. Prepare plans for the operation of the school (classrooms, bathrooms and common areas) that comply with county health guidelines for the county where the school is located. Such plans will take into consideration the physical layout of the school and campus and should be consistent with the Diocese of Oakland guidelines for reopening parish offices, furnished by the Diocese of Oakland.

2. Supervise school teachers and staff responsible for overseeing compliance with county health guidelines.

3. Identify a location for isolation of anyone with symptoms of COVID-19. Follow the
isolation procedures in the county guidelines. Promptly communicate with any parent or guardian whose student has been placed in isolation with COVID-19 symptoms.

4. Make arrangements for a commercial service to clean and disinfect the school building before in-person learning begins for the 2020-2021 school year. Make arrangements for the cleaning of HVAC systems before beginning in-person learning for the 2020-2021 school year.

5. Communicate to parents in writing regarding protection measures for COVID-19, including changes in practices that occur after the start of the school year.

6. Maintain an adequate supply of PPE and disinfectant supplies throughout the school. Anticipate needs in advance, as far as six months in advance, as shipment of these supplies may be delayed. The CPP Response Team is responsible for ordering these supplies.

**Teachers and Staff Will:**

1. Be available and participate in all training provided by the school regarding COVID-19. Be available and assist the principal in (a) monitoring and assessing students for COVID-19 symptoms; (b) monitoring students to maintain social distancing and wearing PPE, consistent with county health requirements; (c) cleaning and disinfecting high touch areas of the school premises, including classrooms, bathrooms and common areas.

2. Position desks and seating in the classroom to maintain the minimum required distance of your County Health Guidelines between all students, and between teachers/classroom aids and students, utilizing county health and safety guidelines. Put markings on floors to identify traffic flow in the classrooms/building as well as safe distances.

3. Require students to wear PPE while in the classroom, utilizing county health and safety guidelines.

4. Clean and disinfect desks, tables, and chairs in classrooms as necessary, utilizing county health and safety guidelines.

5. Maintain extra PPE and disinfectant supplies in the classroom and inform the CPP Response Team in case of anticipated shortages.

6. Allow for adequate ventilation of classroom, including keeping windows and hallway doors open to allow air to circulate as feasible, while complying with any county fire regulations limiting open hallways doors.
Appendix A-1:

COVID-19 SCHOOL REOPENING PLAN

Published and submitted November 12, 2020 | Updated January 4, 2021

BISHOP O’DOWD HIGH SCHOOL

Published and submitted November 12, 2020 | Updated January 4, 2021
GUIDING PRIORITIES

- **Mission Alignment** The plan aligns with O'Dowd’s mission and charism.
- **Health and Safety** The plan prioritizes the social-emotional and physical health and safety of all students, families, faculty, and staff. O'Dowd will ensure hygiene- and health-related policies are clearly communicated, effectively implemented, and diligently enforced.
- **Continuity and Quality of Learning and Community Life** With the formation of students in mind, O'Dowd’s remote and hybrid plans seek to ensure continuity and quality of learning and community life, with a preference for in-person learning as public health conditions allow.
- **Social Connection** The plan allows for authentic connection among students and teachers, both in classes and through co-curricular experiences.
- **Flexibility and Versatility** The plan is flexible and allows the school to move between remote and hybrid learning based on changing circumstances and guidance from the Alameda County Public Health Department, Alameda County Office of Education, and Diocese of Oakland. The plan provides individual families - when needed and agreed upon with administration - with the option to move between hybrid and remote.
- **Regular Communication** The school communicates regularly with all stakeholders for transparency, clarity, and accountability about planning, implementing, and changes to the plan.

CARING FOR SELF, CARING FOR OTHERS - PRACTICES

Guidelines created by the Alameda County Department of Public Health, Alameda County Office of Education, and Diocese of Oakland have helped determine a list of directives for community members. These directives apply to O'Dowd community members while on and off campus to ensure the health and safety of all community members.

As a school community, we will:
- **Practice physical distancing** by remaining six feet apart as much as practically possible
- **Wear masks at all times (except when eating)** Masks keep people from spreading infection, trapping respiratory droplets before they can travel through the air
- **Exercise frequent hand washing** and good hygiene
- **Self-report** if we are experiencing any symptoms
- **Stay home if symptomatic**
- **Report positive COVID-19 diagnoses**
- **Assist ACPHD** in contact tracing
- **Quarantine at home** if we have been in close contact with others who have tested positive (see details on pp. 10-11)
- **Isolate if we have tested positive for COVID-19** (see detail on pp. 10-11)

Additionally, we ask that all employees and families review and comply with O'Dowd’s Social Contract to protect community health.

We all assume risk when we leave our homes, especially during a pandemic. O'Dowd is dedicated to continued learning and community connection in 2020-2021 regardless of what form school takes. We appreciate the dedication of our faculty and staff and we pray for the continued health and safety of all community members.
LEARNING AMID THE PANDEMIC
Two Models: ConnectEd (Remote) and Hybrid

Model 1: ConnectEd - Full Remote Learning
This is the model of education we will use if we are in the High Risk Conditions in Alameda County and/or as ACOE-ACPHD public health directives allow. All information about O'Dowd’s remote learning program ConnectEd can be found in the ConnectEd Remote Learning Guide.

High Risk Conditions for ConnectEd - Full Remote Learning
- Poorly controlled community transmission in the Bay Area
- **Alameda County is in the Widespread (purple) tier** of the Blueprint for a Safer Economy
- Multiple new infections in the O'Dowd community
- Alameda County Public Health Department, Governor, or Diocese of Oakland has issued stay-at-home orders or otherwise closed all schools

Model 2: On-Campus Co-Curriculars and Hybrid Model
This is the model of education we will use if we are in the Substantial, Moderate, or Minimal Risk Conditions in Alameda County and/or as ACOE-ACPHD public health directives allow.

- Alameda County is in the **Substantial (red) tier**, **Moderate (orange) tier**, or **Minimal (yellow) tier** of the Blueprint for a Safer Economy OR as public health directives allow
- Possible cases in the O'Dowd community
- Uncertainty in local government epidemic control

Hybrid Model
Our hybrid learning model will be implemented based on collaboration with the Alameda County Public Health Department, Alameda County Office of Education, and Diocese of Oakland with the circumstances of our neighboring counties in mind. This model includes two groups based on alphabetical order, each of which will be on campus for two days per week while the other half of each class participates in remote learning. Families who do not wish to participate in hybrid learning may choose to continue with remote learning.

After extensive research of hybrid models, we determined our current remote learning schedule for class times is best suited to meet our guiding priorities (see top of Plan) as well as our campus configuration, student population, and ability to maintain continuity and quality of learning. The continued weekly schedule for hybrid and remote will allow for a smooth transition between hybrid and remote learning as public health may require as well the needs of families/students may necessitate for health or other reasons.

To align with ACPHD-ACOE and Diocese of Oakland guidelines, students have been divided into 2 groups:
- **Dragon Group** (Last names A-K) will come to school Mondays and Tuesdays for two days of in person/on campus learning weekly. On these days, Black and Gold Group will engage in class remotely.
- **Black and Gold Group** (Last names L-Z) will come to school Thursdays and Fridays for in-person/on campus learning. On these days, Dragon Group will engage in class remotely.
- Co-curricular activities in small, stable cohorts will continue on campus regardless of which group is on campus for classes.
# O’Dowd Hybrid Weekly Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday Dragons on Campus, B&amp;G remote</th>
<th>Tuesday Dragons on Campus, B&amp;G remote</th>
<th>Wednesday Flex Day - All students remote for classes. Co-curriculars on campus in the afternoon.</th>
<th>Thursday Black &amp; Gold on Campus, Dragons remote</th>
<th>Friday Black &amp; Gold on Campus, Dragons remote</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00-10:20</td>
<td>P1</td>
<td>P5</td>
<td>P1</td>
<td>P5</td>
<td>P5</td>
</tr>
<tr>
<td>10:30-11:50</td>
<td>P2</td>
<td>P6</td>
<td>P2</td>
<td>P6</td>
<td>P6</td>
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<tr>
<td>11:50-12:30</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30-1:50</td>
<td>P3a, P3b</td>
<td>P7a, P7b</td>
<td>P3a, P3b</td>
<td>P7a, P7b</td>
<td>P7a, P7b</td>
</tr>
<tr>
<td>2:00-3:20</td>
<td>P4</td>
<td>P8</td>
<td>P4</td>
<td>P8</td>
<td>P8</td>
</tr>
</tbody>
</table>

## Wednesday Flex Schedule*

<table>
<thead>
<tr>
<th>Time</th>
<th>Activities</th>
</tr>
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</table>
| 9:00-10:30    | Counseling, Academic Support, Health & Wellness Services  
Academic Department Collaboration |
| 10:30-12:00   | Teacher Office Hours                            |
| 12:00-12:30   | Lunch                                           |
| 12:30-3:00    | Co-Curricular Activities  
Teacher Grading Time |

*Note: Appointments may be made with teachers, counselors and others who support students beyond these windows of time. This day simply provides dedicated time in the regular schedule for appointments and support.

O’Dowd’s hybrid plan provides flexibility for teachers and students to align with the form of hybrid that works best for their subject, department, classes, or lessons. Teachers may use a combination of flip, synchronous and asynchronous modalities depending on their subject matter and specific projects/lessons. Wednesday Flex schedule is remote for teachers and students, aside from on-campus co-curricular activities.

All hybrid learning will align with guidelines of ACOE-ACPHD and the Diocese of Oakland. As with remote learning, we recognize that hybrid learning, which restricts movement and interactions for health and safety reasons, is not a substitute for normal learning and campus life at O’Dowd.

Even with strict adherence to guidelines, hybrid learning cannot prevent students or employees from contracting COVID-19. We respect parents and guardians as the primary caregivers of children and will honor their decisions to keep their children at home for 100% remote learning. Teachers with medical exceptions will be teaching from home with teaching assistants in the classroom.
CO-CURRICULARS
We will have co-curricular activities on campus after school in addition to our hybrid learning program. Co-curriculars on campus align with ACOE-ACPHD, and Diocese of Oakland guidelines for small, stable cohorts and will be available as public health conditions allow. Shifting to hybrid will not impact co-curriculars on campus.

Athletics
All details, including athletic schedules for various seasons, can be found at https://www.bishopodowd.org/athletics/. Families should be registered with Family I.D. for the latest news and information for their sport. For athletics, we are partnering with CIF and North Coast Section leadership to align with peer schools as well as ACOE-ACPHD and Diocese of Oakland guidelines.

Clubs
Clubs whose leaders wish to come to campus are coordinating with Principal Chris Smart and Associate Principal Brian Judd to ensure the activities and spaces can be safely accommodated within guidelines.

Spiritual Formation and Service
We will not be offering in-person retreats or in-person Liturgies and Masses for the foreseeable future. We will continue to host remote community Liturgies and Masses, and faith-sharing remotely.

The current pandemic presents unprecedented challenges, as well as opportunities for creative growth, generosity, and service. While we have paused required service graduation requirements amid the pandemic, we have created a comprehensive list of safe service opportunities. Please see the full list of service opportunities available. We will adapt this remote model depending on how the public health guidelines shift.

FACILITIES & OPERATIONS

CAMPUS HEALTH AND SAFETY - GENERAL

- **Masks** Masks keep people from spreading the infection to others by trapping respiratory droplets before they can travel through the air. All individuals, including staff and students of all ages, must wear **masks over both their nose and mouth at all times** (other than eating) while at school/on campus. No gaiters or bandanas are permitted. Learn more about choosing a mask. Masks should follow dress code guidelines in Section 3.12, pp. 33-34 of the Student-Family Handbook. Masks are required upon entering the campus, and must be worn in all common areas such as classrooms, theaters, library, gyms, hallways, restrooms, and lunch areas; and when moving between different parts of the school. This applies to employees, students and visitors. Masks are not required while working alone in a classroom or private office. Read the CA Department of Public Health latest guidelines on masking. The school will have extra PPE for emergency use; the expectation is that students will arrive wearing their masks at the gate prior to entry. Employees will be provided with disposable surgical masks.

- **Distancing** Staff and students should stay 6 feet apart to the greatest extent possible.

- **Classroom configuration** Desks will be facing in the same direction so that students do not sit facing each other and spaced to ensure students remain six feet apart. Plexiglass will be installed at teachers’ desks to minimize exposure between groups.

- **Frequent handwashing** All restrooms are equipped with soap dispensers. Frequent hand-washing with soap and water remains one of the best ways to avoid spreading
germs. Everyone should get in the habit of washing their hands frequently throughout the day, and should avoid touching their eyes, nose and mouth with unwashed hands.

- **Limit use of shared equipment/supplies** Equipment and supplies such as phones, keyboards, pens, staplers, and learning tools should be limited to individual use – not shared. When touching shared classroom or office equipment - including copiers and printers, or shared kitchen equipment, use of a tissue instead of direct contact is recommended, and equipment should be wiped down if direct contact is necessary.

- **Ventilation/Air Filtration** Ventilation is essential to reducing the chance of transmission. O’Dowd will implement ACHCSA’s (Alameda County Health Care Services Agency) Guidance on Ventilation in all buildings and rooms.
  - Open Doors and Windows: Students and teachers are advised to dress warmly to accommodate ventilation requirements for as many open doors and windows as possible to protect health. In addition to maximizing ventilation in classrooms this way, Interior doors will be propped open in the main passageways and stairwells, including academic buildings, library, etc. to avoid the need to touch handles. Every effort will be made to maximize fresh air flow throughout the buildings.
  - Outside air supply and exhaust systems have been installed in nearly all classrooms. While the majority of the classrooms far exceed the ACH (Air Changes per Hour) recommendation of 5, the school is working with an engineering firm to make changes to ventilation so that all occupied classrooms comply with requirements.
  - All of the classroom outside air systems have been retrofitted with Merv 8 air filters to maximize the ACH rate.
  - Offices, if single occupant, will be regulated using windows and closed doors. Office spaces with more than one occupant will have an ion air scrubber sized for space (limit to 1 person at a time).
  - In printer rooms, windows and doors will be open, and ion air scrubbers will be provided, sized for space.
  - Ceiling air scrubbing units will be engineered to Title 24 HVAC and Building Energy Efficiency Standards requirements.
**SCREENING AND TESTING**

**Daily self-screening:** All employees and students must perform a self-health screening at home each day before coming to campus and should not come to school if they are sick or experiencing possible symptoms of COVID-19. Each day, staff and students who come to campus will complete a self-health screening on O’Dowd’s mobile app for checking symptoms.

COVID Symptom Check-In Web App: The [O’Dowd web app](#) must be completed by students and employees each morning before coming onto campus. When coming through the gate, employees and students will show the security guard their [GREEN CLEAR](#) screen. This CLEAR screen will expire each night at 11:59 pm. Instructions for [iPhone](#) and [Android](#) instructions on how to add the web app to device home screen.

Please be aware that many people who test positive for COVID-19 DO NOT have a fever. An inclusive list of symptoms of COVID-19 can be found [here](#). Further, while O’Dowd is requiring self-screening, the [CDC’s November 3 update for schools](#) suggests that home-monitoring may be the safest course of community protection.

**Testing** Our COVID-19 Coordinator from Joffe Emergency Services will manage testing on site working with PMH Laboratories, who will provide and process test kits and results.
**Employee Testing** All employees entering campus will be tested for COVID-19 every week. Testing is covered for employees (see details below). Employee testing is covered through the Diocese of Oakland health plans. If there is a co-pay required for testing, the school will reimburse the employee.

Employees covered under a spouse's health plan should be able to obtain testing free of charge as essential workers. In case of any associated test cost or co-pay, please furnish receipts for reimbursement.

Employees not eligible for health coverage (i.e.: working less than 25 hours per week) and required to undergo COVID-19 testing as essential workers will be reimbursed for test costs.

**Student Testing** Student testing will be optional. Students who wish to participate in testing on site will need to provide their insurance information to O'Dowd's COVID-19 Coordinator.

**CONFIRMED EXPOSURE OR POTENTIAL EXPOSURE TO COVID-19**
Exposure risk is a gradient. Current CDC health guidelines from the ACPHD indicate that exposure is higher risk if it includes 10 or more minutes, unmasked, within six feet of someone with COVID-19. Shorter interactions at greater distances are lower risk. Universal face coverings decrease risk, and being outside is lower risk than being indoors.

O'Dowd will follow all protocols outlined in ACOE’s COVID-19 School Guidance if an employee or student, on or off campus, tests positive for COVID-19 has been exposed to COVID-19, or is symptomatic. These protocols will be carried out by O'Dowd’s COVID-19 Coordinator from Joffe Emergency Services.

**DISTANCING & FOOT TRAFFIC**
- Physical distancing of at least six feet will be maintained wherever possible. Signs and floor markings indicating paths of travel and physical distancing instructions will be installed. Within all facilities such as classrooms, lunch settings and offices, we ask for everyone’s cooperation with posted instructions.
- Elevator occupancy is limited to one passenger at a time. Traveling by stairs is preferred as possible.
- Restroom occupancy will be limited to allow sufficient physical distancing in unenclosed areas. Students should observe the number of people in unenclosed areas before entering, and wait their turn outside if necessary.
- Plexiglas shields will be installed in all classrooms for teachers, at the main reception desk and at other service counters to protect employees who must conduct face-to-face transactions.
- To reduce face-to-face traffic, passageways and stairwells will be designated as One Way traffic, Up Only or Down Only (except for exiting the building during an emergency, in which case both stairwells should be used).
- During Flex periods, lunch, and other times when students may be on campus but not in class, all community members will continue to practice social distancing and wear masks. Student lunch should occur outdoors and with a minimum of 6 feet between students. Adults may eat in their offices, door shut, without others present. Because eating requires the removal of masks, it is especially important to practice social distancing.
- The maps included here are for reference only. Navigating campus will be best learned by firsthand experience.
VISITOR ACCESS
Visitors necessary for the school to conduct business (mail delivery, prospective family tours, contractors, etc.) may enter campus and will complete the self-screening app and show “GREEN CLEAR” before entering campus buildings. They must adhere to the same safety protocols (masks, social distancing, etc.) as employees and students. Parents who remain in their vehicles do not need to do the self-screening app and are advised to remain in their vehicles to the greatest extent practicable.

FOOD SERVICE
- Food service will be reconfigured to accommodate physical distancing for pre-packaged food pick up at designated areas. ALL details regarding safe lunch food service by Epicurean, our provider, can be found here.
- Food purchases will use the MYSCHOOLBUCKS touchless Student ID barcode swipe.
- Students will maintain social distancing for eating, eating outdoors to support community health.

DISINFECTION & CLEANING OF AREAS
Classroom Disinfection and Cleaning Between Classes: Students will assist in cleaning by wiping down their desk and chairs at the start of each class session. Students will use dedicated classroom cleaning supplies to disinfect high touch surfaces, such as door handles, seat backs, and table tops.

Daily Campus Disinfection and Cleaning: On a regular, daily schedule, trained custodial staff from No More Dirt will circulate the campus on a detailed schedule to clean and disinfect frequently touched surfaces, such as door handles, light switches, bathroom surfaces, tables, student desks, and chairs. Established schedules and routine cleanings all areas are set.

Daily Bathroom Disinfection and Cleaning: At regular intervals during the day, trained custodial staff will use campus cleaning supplies to disinfect stall doors, counter surfaces, and paper dispensers.

Deep Cleaning: Deep cleanings are completed between cohorts coming to campus to reduce any potential contagion and cleaned areas are sufficiently aired before students return.

Cleaning Protocols for Contamination: If an area is believed to be contaminated, trained custodial staff will follow a specific procedure to minimize contamination as well as protect their health and safety while cleaning and disinfecting. This will include isolating the area, disinfecting and following biohazard protocols for waste disposal. They will follow CDC recommendations including goggles, gowns, and gloves.

QUESTIONS?
Please contact O’Dowd’s COVID-19 Liaisons Principal Chris Smart, Ed.D. and Chief Financial & Administrative Officer Chris Garavaglia for any questions you have about these guidelines. The most current version of this document is available on our website at www.bishopodowd.org

Submitted by:
Bishop O’Dowd High School
9500 Stearns Avenue
Oakland, CA 94619

Date of Reopening
February 22, 2021
Date of Submission
Thursday, November 12, 2020

School Type
Catholic high school (grades 9-12)

Number of students: 1,250
Number of faculty/staff: 180

COVID-19 Liaisons
Sandria Bolden, Joffe Emergency Services COVID-19 Health Coordinator (County Liaison)
Email: sbolden@bishopodowd.org

Christine Garavaglia, Chief Financial & Administrative Officer (County Liaison)
Email: christinegaravaglia@bishopodowd.org
Phone: (510) 553-8677

Chris Smart, Ed.D., Principal
Email: csmart@bishopodowd.org
Phone: (510) 577-9100 x175

Steering Committee
Chris Smart, Ed.D., Principal
Chris Garavaglia, Chief Financial and Administrative Officer
J.D. Childs, President
Kim Walsh, President Emeritus
Lisa Lomba, Ed.D., Director of Communications, Marketing, and Program Strategy

Advisors, Consultants and Partner Organizations
Alameda County Office of Education
Alameda County Public Health Department
Canyon Consulting Engineers
Diocese of Oakland
Epicurean
Jocelyn Freeman Garrick, MD MS, Attending Physician, Highland Hospital
Joffe Emergency Services
No More Dirt
National Association of Independent Schools
Jeanne A. Noble, MD, MA, UCSF - Associate Professor of Emergency Medicine; Director of COVID Response, Parnassus ED; UCSF CARES (Collaborative Advising on Reopening Education Safely); Residency Director of Emergency Medicine Simulation; Director of Advanced Procedural Skills, Department of Emergency Medicine; Global Health Affiliate Faculty

Academic Committee
Chris Smart, Ed.D.
Kevin Dineen
Tanya Susoev, Ed.D.
Academic Council
**Student Life/Co-Curricular Committee**
Brian Judd  
Shannon Donahue  
Starr Gray  
Gary Mason  
Patrice Wakeley

**COVID-19 Site Response - Testing**
Chris Garavaglia  
Chris Smart, Ed.D.  
Sandria Bolden, COVID-19 Coordinator, Joffe Emergency Services

**Campus Logistics Committee - Routes/Signage/PPE/Ventilation**
Chris Garavaglia – COVID-19 Liaison  
Chris Smart, Ed.D. – COVID-19 Liaison  
Sandria Bolden – COVID-19 Coordinator, Joffe Emergency Services  
Joanne Kinyon – COVID-19 Site Liaison  
Kiah Sundermeir – COVID-19 Site Liaison  
Kip Adam – Plant Engineer  
Gerald Bennett – Director of Logistics and IIPP Administrator  
Sergio Carrillo – Custodial Supervisor  
Michael Dixon – Associate Director of Security  
Shannon Donahue – Dean of Students  
Hillary Kigar – Associate Athletic Director  
Dan Malmgren – Director of Facilities  
Gary Mason – Dean of Students and Director of Security  
Carlos Reed – Director of Athletics
Appendix B: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: [CPP Response Team]

Date: [enter date]

Name(s) of employee and authorized employee representative that participated: [CPP Response Team and ________________________________]

<table>
<thead>
<tr>
<th>Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards</th>
<th>Places and times</th>
<th>Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers</th>
<th>Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation</th>
</tr>
</thead>
<tbody>
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</table>
# Appendix C: COVID-19 Inspections

**Date:** [enter date]

**Name of person conducting the inspection:** [enter names]

**Work location evaluated:** [enter information]

<table>
<thead>
<tr>
<th>Exposure Controls</th>
<th>Status</th>
<th>Person Assigned to Correct</th>
<th>Date Corrected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Engineering</strong></td>
<td></td>
<td></td>
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<tr>
<td>Barriers/partitions</td>
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<tr>
<td>Ventilation (amount of fresh air and filtration maximized)</td>
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<td></td>
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<tr>
<td>Additional room air filtration</td>
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<td></td>
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<tr>
<td><strong>Administrative</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical distancing</td>
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<td></td>
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<tr>
<td>Surface cleaning and disinfection (frequently enough and adequate supplies)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Hand washing facilities (adequate numbers and supplies)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Disinfecting and hand sanitizing solutions being used according to manufacturer instructions</td>
<td></td>
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<tr>
<td><strong>PPE (not shared, available and being worn)</strong></td>
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<tr>
<td>Face coverings (cleaned sufficiently often)</td>
<td></td>
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<tr>
<td>Gloves</td>
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<td></td>
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<tr>
<td>Face shields/goggles</td>
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<tr>
<td>Respiratory protection</td>
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</tbody>
</table>
Appendix D: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees’ medical records will also be kept confidential and not disclosed or reported without the employee’s express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: [enter date]

Name of person conducting the investigation: [enter name(s)]

<table>
<thead>
<tr>
<th>Employee (or non-employee*) name:</th>
<th>Occupation (if non-employee, why they were in the workplace):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location where employee worked (or non-employee was present in the workplace):</td>
<td>Date investigation was initiated:</td>
</tr>
<tr>
<td>Was COVID-19 test offered?</td>
<td>Name(s) of staff involved in the investigation:</td>
</tr>
<tr>
<td>Date and time the COVID-19 case was last present in the workplace:</td>
<td>Date of the positive or negative test and/or diagnosis:</td>
</tr>
<tr>
<td>Date the case first had one or more COVID-19 symptoms:</td>
<td>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</td>
</tr>
<tr>
<td>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</td>
<td></td>
</tr>
</tbody>
</table>
Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

| All employees who may have had COVID-19 exposure and their authorized representatives. | Date: |
| --- |
| Names of employees that were notified: |

| Independent contractors and other employers present at the workplace during the high-risk exposure period. | Date: |
| --- |
| Names of individuals that were notified: |

<table>
<thead>
<tr>
<th>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</th>
<th>What could be done to reduce exposure to COVID-19?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Was local health department notified?</th>
<th>Date:</th>
</tr>
</thead>
</table>

*Should an employer be made aware of a non-employee infection source COVID-19 status.*
Appendix E: Training Materials (English / Spanish)

- Centers for Disease Control and Prevention
  - How to Protect yourself and others

- Alameda County Department of Public Health
  - COVID-19 Reopening In-Person Instruction Framework & Public Health Guidance K-12 School in California 2020-21 (Page 30)

Bishop O’Dowd High School utilizes the EducationAdminWebAdvisor, Online Training for Educational Professionals

- COVID-19 and K-12 Schools – CDC- Based Training to Get Back to School Safely
  - Facilitated by authorized OSHA Outreach Trainer
Appendix F: COVID-19 Training Roster

[See COVID-19 School Reopening Plan]

Date: [enter date]

Person that conducted the training: [enter names]

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee training and verification of employee training is documented and maintained at the school site, and can be reviewed upon request.</td>
<td></td>
</tr>
</tbody>
</table>
Appendix G Notice to Employee of Close Contact

Date

Employee Name
Employee Address or Email

Re: Notice of a Potential Exposure to COVID-19: California Labor Code 6409.6

Dear ____________:

On ___ date ____, Bishop O’Dowd High School received a notice that you were potentially exposed to COVID-19, at 9500 Stearns Ave., Oakland, CA 94605

Within the infectious period of time, currently defined by the State Department of Public Health as the 48 hours (2 days) before the individual developed COVID-19 symptoms. If the COVID-19 positive employee is asymptomatic, the infectious period begins 48 hours before the COVID-19 test occurred. You were on Bishop O’Dowd High School premises at the same worksite as an individual who has one of the following: [choose applicable bullet and delete others]

- A laboratory confirmed case of COVID-19,
- A positive COVID-19 diagnosis from a licensed health care provider
- Is subject to a COVID-19 related isolation order provided by a public health official, or
- Who has died due to COVID-19 within the infectious period of time.

We have determined you are someone whom he or she had “close contact” with, which is defined as a person who was within 6 feet of the COVID-19 positive employee for a cumulative period of 15 minutes during a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. The determination of a close contact is made regardless of whether the individuals were wearing a face covering or other personal protective equipment. Based on the information available to Bishop O’Dowd High School, your last “close contact” with this individual was on _____ date ______.

Given your potential exposure to COVID-19, Bishop O’Dowd High School requests that you quarantine at home for 14 days after ___ date of exposure ____ before returning to work. Further, it is recommended that you contact your health care provider and local public health department for guidance and information about possible actions you should take based on your individual circumstances.

COVID-19 related benefits the Diocese of Oakland offers that you may be eligible for include:

- Supplemental Paid Sick Leave (extended through 3/31/2021)
- Accrued Paid Sick Leave
- Paid Vacation
- Workers’ Compensation
- Medical Disability Leave
- State Disability Leave

Additionally, Bishop O’Dowd High School will provide you work time to be tested for COVID-19. Once you receive your results, you are required to report them to Sandria Bolden, Joffe Emergency Services Health Coordinator. All medical information will be kept confidential.

The health and safety of employee, parishioners and community is of utmost importance to us. Bishop O’Dowd High School is investigating whether any workplace conditions contributed to this exposure and what can be done going forward to reduce the risk of a COVID-19 exposure. Please see the attached Notice of Disinfection and Safety Plan (Appendix I).
Please contact Sandria Bolden, Joffe Emergency Services Health Coordinator or Christine Garavaglia, CF&AO with any questions you may have and for more information on available leave and benefits.

Sincerely,

Chris Smart
Principal
Bishop O’Dowd High School

Cc: Human Resources Department
    Insurance & Benefits Department
Appendix H: Workplace Notice

To: All Employees at Bishop O'Dowd High School

From: Christine Garavaglia, CF&AO and Sandria Bolden, Joffe Emergency Services Health Coordinator

Date: Re: Bishop O'Dowd High School Notice of a Potential Exposure to COVID-19: California Labor Code 6409.6

On ___ date ___, Bishop O'Dowd High School received a notice that employee(s) were potentially exposed to COVID-19 at this site Bishop O'Dowd High School, 9500 Stearns Ave., Oakland, CA 94605.

You were on Bishop O'Dowd High School premises listed above at the same time as an individual who has [choose applicable bullet and delete others]

- A laboratory confirmed case of COVID-19,
- A positive COVID-19 diagnosis from a licensed health care provider
- Is subject to a COVID-19 related isolation order provided by a public health official, or
- Who has died due to COVID-19 within the infectious period of time.

Based on the information available to Bishop O'Dowd High School, you have not been identified as someone with whom the individual has “close contact with, which is defined as spending 15 minutes or more within 6 feet of an individual with COVID-19 at the time that he or she tested positive for COVID-19.

Under our policies and procedures, you do not have to quarantine because you were not a close contact of the person. However, if you wish, you may take worktime to get a COVID-19 test. If you choose to get a test, you are required to report the results of your COVID-19 test to Sandria Bolden, Joffe Emergency Services Health Coordinator. All medical information will be kept confidential.

COVID-19 related benefits the Diocese of Oakland offers that you may be eligible for include:

- Accrued paid sick leave
- Workers’ Compensation
- Leave under the Family Medical Leave Act and/or California Family Rights Act
- State Disability Leave

The health and safety of employees, parishioners, and community is of utmost importance to us. Please see the attached Notice of Disinfection and Safety Plan (Appendix I).

Please contact Sandria Bolden, Joffe Emergency Services Health Coordinator or Christine Garavaglia, CF&AO with any questions you may have and for more information on available leave and benefits.

Cc Human Resources Department
Insurance & Benefits Department
Appendix I

Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section 3205.1 for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees’ working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP Exclusion of COVID-19 Cases and Return to Work Criteria requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP Investigating and Responding to COVID-19 Cases.

COVID-19 investigation, review and hazard correction

In addition to our CPP Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
○ Increasing physical distancing as much as possible.
○ Respiratory protection.
○ [describe other applicable controls].

Notifications to the local health department

• Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
• We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.
Appendix J

Major COVID-19 Outbreaks

[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section 3205.2 for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees’ working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP Exclusion of COVID-19 Cases and Return to Work Criteria, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP Investigating and Responding to COVID-19 Cases.

COVID-19 hazard correction

In addition to the requirements of our CPP Correction of COVID-19 Hazards, we will take the following actions:

• In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
• We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
• We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
• Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department.
Appendix K: Notice of Disinfection and Safety Plan

- Alameda County Department of Public Health
  - School Reopening Plan – Cleaning and Disinfection (pg. 25)

- Bishop O’Dowd High School utilizes disinfecting supplies that comply with the Cal-OSHA requirements
  - The school follows the EPA guidelines at https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
- All disinfectants comply with Cal-OSHA and are applied, if required per EPA guidelines by trained personnel with proper PPE. See attached Appendix N.
Appendix L: Guidance of Ventilation in School Buildings

Guidance on Ventilation in School Buildings During the COVID-19 Pandemic
December 4th, 2020

This guidance is based on currently available information and will be updated as needed.

Introduction

This guidance is intended to aid school administrators, building engineers and heating, ventilation, and air conditioning (HVAC) system professionals on ventilation and air filtration standards to reduce potential airborne exposure to coronavirus SARS-CoV-2 in school buildings. This guidance is for determining the most effective combination of methods to increase ventilation and air filtration across a range of schools and school buildings.

What is ventilation? Ventilation is the process of exchanging or replacing air in any space to provide high indoor air quality including removal of moisture, odors, smoke, heat, dust, airborne bacteria, carbon dioxide and other gases. Ventilation often refers to the intentional delivery of outside air into a building’s indoor environment for maintaining acceptable indoor air quality. The purpose of ventilation in buildings is to provide healthy air for breathing by diluting pollutants originating in the building with clean air, and by providing an airflow that removes polluted air from the building.

What is air filtration? Filtration is the removal of particles in the air you breathe. Filters in HVAC systems, portable air cleaners and masks all help reduce pollutants in the air you would breathe. Filters with higher efficiency remove smaller particles such as the coronavirus SARS-CoV-2.

Answers to other frequently asked questions (FAQ) are located at the end of the guidance.

Ventilation and COVID-19

COVID-19 is the disease caused by the coronavirus SARS-CoV-2 which can be spread by both droplets and aerosols expelled when an infected person coughs, sneezes, talks, sings, or breathes. Droplets tend to fall within 3 to 6 feet, but aerosols may travel a greater distance and linger in the air for a longer period. Susceptible persons can become infected when droplets land on the mucous membranes of the mouth, nose, or eyes, or when the person inhales air contaminated with the virus. A person may also become infected by touching contaminated surfaces and then touching their...
Appendix M: Risk Assessment

COVID-19 RISK ASSESSMENT - EMPLOYEE

For Employees:

- Bishop O’Dowd High School will provide personal protective equipment available, including:
  - Disposable surgical face masks
  - anti-bacterial soap
  - hand sanitizer
  - anti-bacterial disinfecting wipes
  - face shields by request
  - gloves by request

- Daily self-screening is required for all employees, students, independent contractors and visitors
  - Daily self-screening: All employees and students must perform a self-health screening at home each day before coming to campus and should not come to school if they are sick or experiencing possible symptoms of COVID-19. Each day, staff and students who come to campus will complete a self-health screening on O’Dowd’s mobile app for checking symptoms.
  - COVID Symptom Check-In Web App: The O’Dowd web app must be completed by students and employees each morning before coming onto campus. When coming through the gate, employees and students will show the security guard their GREEN CLEAR screen. This CLEAR screen will expire each night at 11:59 pm. Instructions for iPhone and Android instructions on how to add the web app to device home screen.

- Weekly testing is required for all employees working on campus and/or frequently attending meetings, etc. on campus.

- There is sufficient space between the work areas to maintain safe distancing with mitigating strategies, including limiting the number of employees in common areas, staggering schedules, lunch times and breaks.
  - Classroom learning spaces
  - Common areas
  - Private offices
  - Staggered work hours available
  - Can employees continue to work at home

- Bishop O’Dowd High School utilizes disinfecting supplies that comply with the Cal-OSHA requirements
  - The school follows the EPA guidelines at https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
  - All disinfectants comply with Cal-OSHA and are applied, if required per EPA guidelines by trained personnel with proper PPE. See Appendix N.

- Employees implementing individual controls to stop the spread of COVID-19
  - Take their temperatures at home
  - Stay home if sick
  - Stay home if you have had close contact with someone with COVID-19
For Visitors:

- Bishop O’Dowd High School is limiting visitors to only those providing essential services

- The reception area has safe distancing protocols, including
  - Cues to stay six feet apart (e.g. tape markers or dividers)
  - Barriers between the employee and visitor that is either a physical barrier (window system or similar) or a cue (stay behind line)

- The school has the ability to provide services contact-free
  - Limiting the amount of cash that is exchanged
  - Limiting interaction between employee and visitors so that items are placed on a counter and the employee can move back while the visitor approaches and takes the items

- The school has protocols for visitors
  - There is signage that informs visitors of needed precautions (e.g. distancing)
  - Requires face covering
  - Self-certify that visitors do not have COVID-19 symptoms or recent exposure
  - Redirect visitors to use the telephone or email system to contact the office if possible
Appendix N: Cleaning and Disinfections

Bishop O'Dowd High School Chemical List

Cleaning and Disinfecting

DISINFECTANTS EPA REGISTRATION REQUIRED ON "N" LIST

List N: Disinfectants for Coronavirus (COVID-19)
The wet time is what it takes to kill (SARS-CoV-2) (the virus that causes COVID-19)

BP202 EPA registration number: 48745-11-75473 (on "N" List) 1 min wet
Lysox Disinfecting Wipes EPA registration number: 777-327-3 (on "N" List) 3 min wet
Becto PHQ Dual Disinfectant EPA registration number: 47371-131 (on "N" List) 10 min wet
FURTABS EPA registration number: 11447-6-61528 (on the "N" List)
10 min wet
Hibyrd Non-Acid Restroom EPA registration number: 18289-169 (on "N" List) 10 min wet
Vital Oxide Disinfectant EPA registration number: 82973-1 (on the "N" List) 4 min wet
Biozone Hospital Disinfectant EPA registration number: 1779-2-1-42904 (on the "N" List)
4 min wet

DISINFECTANTS NOT ON THE "N" LIST

Becto Oxyfast Disinfectant EPA registration number: 4170-101

CHEMICALS NOT REGULATED BY THE EPA... (NO NUMBER REQUIRED)

All other products are not regulated.